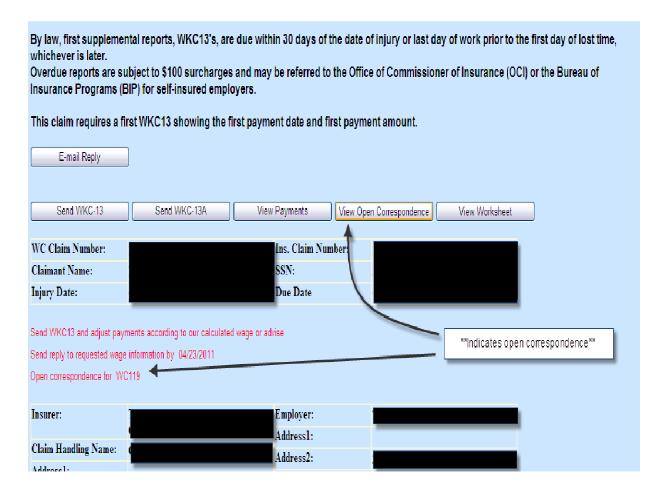


The image displayed to the left of the WC Number indicates there is open correspondence that may be viewed. Click the WC Number link to display the claim detail page.



Click the View Open Correspondence button on the Claim Details page to display the list of viewable correspondence. NOTE: A status reason line will be listed for each viewable letter "Open correspondence for . . ."

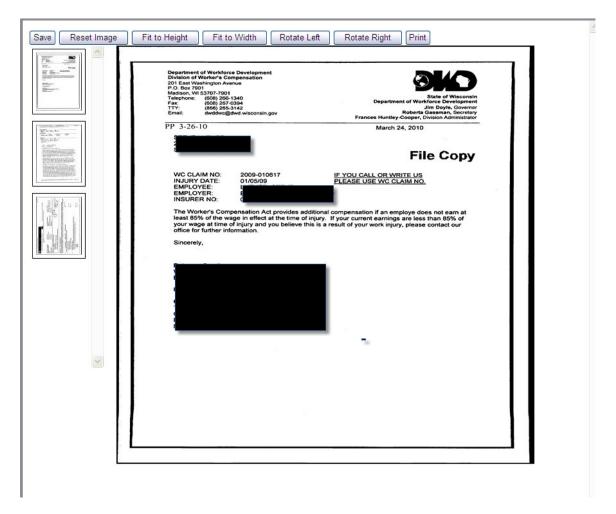


Click on the Document Type link to open the document. Use the Send WKC-13, Send WKC-13A, buttons to submit the required information. The Back button will return you to the View Open Correspondence screen listing the available documents.

Note: If the page is "cut-off," after printing. Go to "File," and scroll down until you find "Page Set-up," (highlight) and click. In the margins dialog box click the up, and down arrows to change the margin settings to below. Click OK, when done and close the dialog box.



If you still are having problems printing the full page then continue to adjust margins accordingly.



You can use the viewer buttons to print the worksheet, rotate, view additional pages, etc. However, you will have to out of the worksheet to get back to the previous screen.